

Lancasterian Primary School

A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.



Return to School Plan – September 2020 v4

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Please note: the DfE helpline is available for all queries about coronavirus (COVID-19) relating to education and childcare settings on 0800 046 8687.

KEY: New in this Version Completed In Process Unable to Complete/No Longer Required

A.) Shielding, Isolating & Sickness Monitoring

Action	When	Lead(s)	Resources
<p>1. Ensure that the vast majority of pupils return to school in September. It should be noted that:</p> <ul style="list-style-type: none"> ✓ a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19); ✓ shielding advice will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See current advice on shielding. ✓ if rates of the disease rise in the local area, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. ✓ some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). The Inclusion Manager will discuss these children with their parents. 	From 1/9/20	SLT	n/a
<p>2. Support the return of most – if not all – staff to school in September. Following the reduction in the prevalence of coronavirus, relaxation of shielding measures from 1 August and government guidance concerning the reopening of schools:</p> <ul style="list-style-type: none"> ✓ this includes staff who are clinically extremely vulnerable, clinically vulnerable (including pregnant or elderly), or live with someone in either of these two categories (individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing - see guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19); ✓ staff in the clinically extremely vulnerable category will be given roles where social distancing is most effectively achieved (e.g. with older children); ✓ the measures put in place outlined in this plan – which follows government guidance – will significantly reduce risk to all, particularly limiting bubbles to classes rather than widening to year groups or beyond. ✓ we do not anticipate that childcare should present a barrier to staff returning to school, since most childcare provisions will be open as usual from September. 	From summer term 2019/20	SLT	n/a

<p>Line managers have begun conversations with their teams during the summer term to determine where extenuating circumstances may necessitate further discussion or individual risk assessment.</p>			
<p>3. For staff who continue to have concerns about returning to work, including any BAME (Black, Asian and Minority Ethnic) staff who feel more at risk, extra precautions in relation to this are being taken by:</p> <ul style="list-style-type: none"> ✓ ensuring that we engage and communicate with ALL staff, including BAME, with regards to these return to school plans; ✓ ensuring that ALL are aware that they must raise any concerns specific to them/their roles to their line managers for further discussion if these are not covered by this plan and the whole school risk assessment; ✓ carrying out individual risk assessments for any staff where it is agreed that their specific concerns/needs are not covered by this plan and the whole school risk assessment (Haringey have produced an Individual Risk Assessment Template that would be suitable for the purpose of assessing individual staff members' needs); ✓ ensuring that we consider the specific needs relating to staff anxieties in our staff mental health support/well-being activities; ✓ ensuring that BAME voices are heard in decision-making at SLT and school governor level – we have BAME representation in both of those groups. 	<p>From summer term 2019/20</p>	<p>SLT</p>	<p>n/a</p>
<p>4. <u>Suspected cases</u> and <u>confirmed cases</u> should be managed as follows:</p> <p><u>Suspected cases:</u></p> <p>Any child or staff member experiencing any of the following:</p> <ul style="list-style-type: none"> ✓ a new, continuous cough*; or ✓ a high temperature (a temperature of 37.9C or more is usually considered a high temperature) ✓ loss of, or change in, their normal sense of taste or smell (anosmia); <p>must remain at home or be sent home immediately, told to get tested, and start a 10 day self-isolation.</p> <p>*A cough is common with a cold, so any staff member or child sent home due to coughing, should have been coughing repeatedly for more than an hour (or had three or more coughing episodes over 24 hours – which are prolonged periods of coughing)</p> <p>Please note:</p> <ul style="list-style-type: none"> • household members, including siblings from the school, should start isolating for 14 days from when the symptomatic person first had symptoms - this is because it can take 14 days for symptoms of the virus to appear (they must follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’); 	<p>From 1/9/20</p>	<p>All Staff</p>	<p>n/a</p>

- if the child does have a test and it is negative, the child and household can stop self-isolation and the child can return to school as soon as they feel well and no longer have Coronavirus symptoms;
- if a child does not get tested, we still expect them to self-isolate for 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal;
- the child's bubble can continue going to school during this time and should only be sent home if there is a positive test result.

If 5 or more people in the same bubble are off with symptoms, please contact DfE's helpline on 0800 046 8687 (open 8am – 6pm weekdays and 10am – 4pm weekends), selecting the option for reporting a positive case.

Confirmed Cases

If a child or staff member has a confirmed positive Coronavirus test outcome:

- ✓ they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal;
- ✓ other members of their household should continue self-isolating for the full 14 days - this is because it can take 14 days for symptoms of the virus to appear;
- ✓ if someone has tested positive whilst not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

The SLT must immediately notify DfE's helpline on 0800 046 8687 (open 8am – 6pm weekdays and 10am – 4pm weekends), selecting the option for reporting a positive case. (If no response from them, proceed as outlined below.)

When you call for advice, have the following information to hand relating to the positive coronavirus (COVID-19) case in your setting as you will need to discuss this with the call adviser:

- ✓ the number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known)

<ul style="list-style-type: none"> ✓ the dates that the person who tested positive was in attendance at the setting so that we can identify if the person was infectious whilst on site ✓ be prepared to explain that the children are sat in consistent seats in class and how bubbles, breaks and lunches work - this will help to support identification of close contacts with that person ✓ if the person who has tested positive is a member of staff, records of any instance of close contact with other members of staff or students ✓ if the person who has tested positive is a pupil, records of any definite face to face contact with the individual and details of their friendship group within the setting <p>Call Chair of Governors Anne to explain the situation and confirm the action that will be taken (telephone number is available on Integris). If unable to get hold of Anne, proceed as outlined below.</p> <p>Their bubble (pupils and teachers, TAs and nursery nurses who have been <u>consistently</u> working in that bubble) needs to immediately start self-isolation for 14 days since their last contact with the infected person. See:</p> <ul style="list-style-type: none"> ✓ Appendix i – Parenthub message to parents/cares for a confirmed case contact ✓ Appendix ii – Letter which must be handed to parents/cares for a confirmed case contact when they collect their children (or sent home via Parenthub if they have not come into school that day) ✓ Appendix iii – Parenthub message to whole school community to inform of confirmed case ✓ Appendix iv – Letter which must be attached to appendix iii Parenthub message to whole school community when informing of confirmed case <p>'Close contacts' of the child or staff member also need to start self-isolation for 14 days. A close contact is someone who:</p> <ul style="list-style-type: none"> ✓ has had face-to-face contact with an infected individual for any length of time within 1 metre, including being coughed on, a face to face conversation, or unprotected skin-to-skin contact; ✓ has had extended close contact <u>within</u> 2 metres for more than 15 minutes with an infected individual; ✓ has travelled in a vehicle with them; ✓ lives in the same household. <p>Please note:</p> <ul style="list-style-type: none"> • a test should only be booked by staff/children in the bubble and 'close contacts' if they get symptoms too; • households where children in bubbles are being sent home to self-isolate do not need to start 14 day self-isolation unless that child/staff member starts getting symptomatic of COVID; • children and staff members can return to school after 14 days if no symptoms have appeared. 			
<p>5. Once contact has been made with the DfE:</p>	From 1/9/20	SLT	n/a

<ul style="list-style-type: none"> ✓ They will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. ✓ They will work with schools in this situation to guide them through the actions they need to take and provide definitive advice on who must be sent home. ✓ Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. ✓ Public Health England will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. ✓ Further guidance is available on testing and tracing for coronavirus (COVID-19). 			
<p>6. In addition to the above steps, SLT must let the following people know:</p> <ul style="list-style-type: none"> ✓ Haringey Public Health (PublicHealth@Haringey.gov.uk) ✓ Haringey Health and Safety (Health.SafetyAdvice@haringey.gov.uk) ✓ Charlie or Sarah at the Vale (whoever is on site) 	From 1/9/20	SLT	n/a
<p>7. Take any child having Coronavirus symptoms to the room above the medical room labelled Suspected Coronavirus Isolation Room (with the window safely open for ventilation). The member of staff dealing with them must use emergency PPE (goggles, face masks, gloves and aprons), which can be found in a labelled box in each classroom and the medical room; the child should stay in that room with the supervising adult standing in the doorway until a parent/carer arrives to collect him/her (using the bathroom next door if necessary). Information on how to put on and take off PPE is found at https://www.youtube.com/watch?reload=9&v=-GncQ_ed-9w&feature=youtu.be. Any used PPE should be placed in a double sealed bag and put in a secure and suitable place marked for storage for at least 72 hours before putting it in with normal waste; Sam/John will assist with this. The PPE can also be disposed of once the suspected case, with which the PPE has been used, has been confirmed negative. There is no need to use infectious waste bags.</p> <p>Siblings must also go home until a test confirms whether or not the child has Coronavirus.</p>	Ongoing	All staff	PPE
<p>8. Premises staff should be notified straight away to re-clean affected rooms/surfaces, usually the classroom that child/adult has been in and the Suspected Coronavirus Isolation Room (guidance for cleaning found at https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). If a class needs to move due to a suspected infected child having been in there, they can use the playground (if available) or a hall whilst the classroom is quickly cleaned.</p>	Ongoing	All staff	n/a

<p>9. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p>	Ongoing	All staff	n/a
<p>10. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p>	Ongoing	All staff	n/a
<p>11. Work with staff to ensure that they approach the identification and reporting of symptoms with common sense, calm and integrity, particularly as we head into winter and the usual associated colds, flus, etc. Temperatures must be verified by thermometer (either at home or at school, depending where they first develop).</p> <p>Where staff have <u>non-Coronavirus</u> related symptoms and would have previously continued to come to work (e.g. a cold) they should continue to do so, to minimise impact on children’s learning at a time when cover resources are stretched.</p>	From 1/9/20	All staff	n/a
<p>12. Staff members and parents/carers must be ready and willing to:</p> <ul style="list-style-type: none"> ✓ <u>book a test</u> if they are displaying symptoms. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ✓ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ✓ <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. (By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.)</p>	Ongoing	All staff and parents/carers	n/a
<p>13. The admin team will create a system to record staff and children who are staying/going home with symptoms and:</p> <ul style="list-style-type: none"> ✓ follow-up to find out their test result; ✓ determine when they will be able to return to school; ✓ inform: <ul style="list-style-type: none"> ➤ the SLT 	From 1/9/20	Eoin	n/a

<ul style="list-style-type: none"> ➤ the teacher of an absent child (so that they can organise remote education if necessary) ➤ any other member of staff directly affected 			
<p>14. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> ✓ In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. ✓ In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. 	From 1/9/20	SLT	n/a

B.) Personal Hygiene & PPE

Action	When	Lead(s)	Resources
<p>1. All adults and children must:</p> <ul style="list-style-type: none"> • frequently wash/sanitise their hands as follows (with additional help for young children - consider how to encourage young children to learn and practise these habits through games, songs and repetition): <ul style="list-style-type: none"> ➤ on arrival at school (hand sanitizer in lines in playground) ➤ after breaks (hand sanitizer in lines in playground) ➤ before eating (sinks in classrooms) ➤ after eating (hand sanitizer on exit from dining hall) ➤ before going home (hand sanitizer in classrooms) ➤ after sneezing or coughing into their hand, elbow or a tissue (sinks in classrooms) ➤ every time they use the toilet (sinks in toilets) ➤ before and after using PPE (hand sanitizer) ➤ before changing rooms (hand sanitizer) ➤ after contact with a person who is unwell (sink in toilets or classroom) • be encouraged not to touch their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	Ongoing	All staff	

<p>2. Ensure all classrooms and offices have a consistent supply of alcohol-based hand sanitiser, tissues, hand wash and paper towels. Check all child and adult handwashing facilities in toilets and classrooms to ensure that they are working, well stocked and clean:</p> <ul style="list-style-type: none"> ✓ before school ✓ before break ✓ before lunch ✓ after lunch <p>Staff must inform the site managers if they are running short on supplies.</p>	Ongoing	Sam	Alcohol-based hand sanitiser, tissues, hand wash and paper towels
<p>3. Reactivate all hand-dryers.</p>	From 1/9/20	Sam	n/a
<p>4. Refresh each class' First Aid box including incident record books and sets of PPE (goggles, face masks, gloves and aprons), to be used by a staff member dealing with suspected symptoms. Once the term has begun, TAs must inform Veronica if they are short of resources.</p> <p>Medical room remains out of use, and first aid must happen within your bubble (in the classroom or playground)</p>	Ongoing	Veronica	PPE, first aid resources and incident record books
<p>5. Following guidance from Public Health England (PHE), the use of PPE for primary school children and staff is not generally recommended as:</p> <ul style="list-style-type: none"> ✓ pupils are mixing in consistent groups; ✓ misuse may inadvertently increase the risk of transmission; and ✓ there may also be negative effects on communication and thus education. <p>PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> ✓ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school; ✓ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE routines should continue to be used (see Intimate Care Policy); ✓ a child's individual risk assessment has deemed PPE necessary (e.g. for frequent hand holding). <p>We will keep this under review, following evolving guidance.</p> <p>Staff (not pupils) who wish to wear face masks in indoor communal areas (i.e. any indoor areas which is not a classroom) can do so. These should be provided by the staff members themselves since it is reasonable to assume that people will now have access to face coverings due to their increasing use in wider society (and Public Health England has made available resources on how to make a simple face covering).</p>	Ongoing	All staff	n/a

<p>If used:</p> <ul style="list-style-type: none"> ✓ wash hands before and after handling face mask – every time; ✓ safe storage of them in individual, sealable plastic bags between use; ✓ where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. 			
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C.) Premises & Classrooms

Action	When	Lead(s)	Resources
1. Site opening and closing times to return to pre-lockdown arrangements.	From 1/9/20	Sam	n/a
2. Ensure signage regarding people entering the site, symptoms, social distancing, children in toilets, use of hand sanitiser, etc. remains up to date and fit for purpose. Keep physical measures put in place from June return, e.g. markings down corridors, arrows, staffroom layout. Staff must always model and enforce this correct movement around school.	Ongoing	Eoin and all staff	Signage
<p>3. Arrange classrooms as follows:</p> <ul style="list-style-type: none"> ✓ Nursery – classroom plus a cordoned off portion of the EYFS outdoor area; ✓ Reception – classrooms plus a cordoned off portion of the EYFS outdoor area per class; ✓ Year 1 – classrooms plus a cordoned off portion of the EYFS outdoor area per class (accessed from Y1 via back doors); ✓ Year 2 – Year 6 – classrooms plus the KS1/2 playgrounds should also be used as a learning environment where possible. ✓ Library and KS1 hall extra classroom to be used as accessible classroom furniture storage for Y1/2 classrooms; part of the KS2 hall to be used as accessible classroom furniture storage for KS2 classrooms or dining hall cupboards (TBC). ✓ Once classroom desks have been set up, review each classroom to ensure that conditions are not cramped, removing additional furniture to create more space and adjusting pupil numbers if needed. 	In place ready to go from 1/9/20	Sam, with Julia advising on division of EYFS playground (remember that parent drop-off/pick up area)	n/a
4. Pupils in Y2 – Y6 should sit side by side and facing forwards, rather than face to face or side on. EYFS and Y1 (during transition) will follow usual seating arrangements; music room should be used with children facing forwards in rows as much as possible (e.g. this won't be possible when using keyboards). Those pupils who have had low levels of engagement during lockdown and may require additional support should be seated nearer to the front.	From 1/9/20	Teachers	Storage for unused classroom furniture
5. Children in Y1 – Y6 line up when coming into class in the morning and from break times in the order of front row to back row to ease movement into classrooms and avoid children having to pass each other once seated.	From 1/9/20	Teachers/TAs	n/a

6. All in-class single-bubble equipment and resources – apart from soft resources incl. pillows, teddy bears, etc. – must be returned to class to support learning, bearing in mind the need to leave unnecessary furniture outside the classroom to allow as much space between desks as possible. Additional cleaning measures will enable the use of these resources (see D.).	From 1/9/20	Teachers/TAs /NNS	n/a
7. Where support staff and external professionals are providing specialist intervention work in rooms outside the classrooms which will be used by other children: <ul style="list-style-type: none"> ✓ staff wash hands before and after working with a pupil/small group; ✓ a space is identified for the intervention to take place; ✓ all equipment needed for the child is set up in the space before the start of the session; ✓ staff go to the child's classroom, standing at the entrance to collect the pupil; ✓ the child follows the staff member to the identified area and returns to class following the intervention in the same way; ✓ the intervention is provided with as much distance between staff/child(ren) as possible; ✓ after the child has returned to class, the member of staff cleans the desk area and wipes down any equipment used. 	From 1/9/20	Teachers/TAs /NNS	n/a
8. Staff should limit the number of adults in the PPA room to 6, in order to be able to keep to a distance.	Ongoing	All staff	n/a
9. Staff should limit the number of adults in the staffroom at one time to 15, in order to be able to keep to a distance of 2m; if there is no place for staff to eat lunch in the staffroom, they should come back later or eat in the classroom where they have been teaching.	Ongoing	All staff	n/a
10. Weather permitting, continue to keep windows open as much as possible and, where safe to do so (bearing in mind fire safety and safeguarding), prop open all doors without 'Fire Door, Keep Shut' signs to limit use of door handles and to aid ventilation (Sam to ensure there are enough door wedges).	Ongoing	All staff	n/a
11. Keep all fans out of rooms and ensure air conditioning units remain off.	Ongoing	Sam	n/a
12. Ensure water fountains remain off.	Ongoing	Sam	n/a
13. Replace EYFS entrance 'bottle-neck' fence with wide opening gate.	During summer holiday	Sam	n/a
14. Split KS1 and S2 playgrounds with metal fencing: for parent/carer barrier and for dual use playground.	During summer holiday	Sam	Fencing panels
15. Lift only to be used for children/staff with disabilities or for moving large items between floors.	From 1/9/20	All staff	n/a

16. Hand sanitiser stations to be placed by climbing frames/KS1 bells for children to use before and after using equipment. Enclosed areas within climbing frames to be closed off.	During summer holiday	Sam	Hand sanitiser stations
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D.) Cleaning

Action	When	Lead(s)	Resources
<p>1. Prepare an updated, rigorous written cleaning schedule, in line with guidance found at COVID-19: cleaning of non-healthcare settings guidance, with cleaning staff organised to ensure that cleaning is thoroughly carried out between working days. Ensure that this includes the cleaning of:</p> <ul style="list-style-type: none"> ✓ surfaces that children and young people are touching, such desks, chairs, doors, sinks, toilets, light switches, bannisters at lunch time and at the end of the day, as well as emptying bins for tissues; ✓ all desks, keyboards and mice once per day. 	By 1/9/20	Sam	Cleaning materials
<p>2. Every Friday after school, clean all shared classroom equipment used that week (e.g. Numicon, cubes, shapes, etc.) using chemical steaming equipment; this will help to ensure that these resources are adequately sanitised. Teachers must leave resources in need of chemical steaming inside the classroom by the door by 4:00pm every Friday.</p>	From 1/9/20	Sam and teachers	Chemical steaming equipment
<p>3. Give additional handheld steamers to nursery, reception classes and Y1 classes; EYFS staff steam resources used at the end of each day.</p>	From 1/9/20	Sam and EYFS staff	
<p>4. Ensure that children using the ICT suite and music room are instructed by the teachers to wipe down keyboards, mice, other ICT equipment and musical instruments at the end of each session.</p>	From 1/9/20	Eoin, Sam, Val and Tim	Appropriate wipes
<p>5. Ensure that children using shared PE equipment are instructed by the teachers to wipe it down at the end of each session.</p>	From 1/9/20	Eoin and Teachers/TAs /NNs	Appropriate wipes
<p>6. Place appropriate wipes next to photocopiers for staff to use before touching equipment.</p>	Ongoing	Sam	Appropriate wipes
<p>7. Ensure that the TA accompanying each class wipes down dining tables at the end of each bubble's sitting, before the next bubble arrives.</p>	From 1/9/20	John H	Cleaning materials
<p>8. Clean each class' set of KS1/2 playground equipment at the end of each day.</p>	From 1/9/20	Sam	Cleaning materials
<p>9. All staff have a responsibility to report any concerns re adherence to cleaning routines.</p>	From 1/9/20	All staff	n/a

KEY: New in this Version Completed In Process Unable to Complete/No Longer Required

E.) Bubbles & Timetables

Action	When	Lead(s)	Resources
1. Children will remain in the class 'bubbles' (i.e. ≤30 children) throughout the school day; children from different bubbles must not mix.	From 1/9/20	All staff	n/a
2. As per government guidance, all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.	From 1/9/20	All staff	n/a
3. Where possible, staff should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.	From 1/9/20	All staff	n/a
<p>4. To avoid crossover between bubbles, each group will have an allocated area in the dining hall and use of outdoor areas and dining hall will be on a rota as below. At the end of allotted playground times, groups should line up and wait for the next class to be brought sensibly out before being taken it, obviously with staff ensuring the children coming out do not interact with the line waiting to come in.</p> <p>Vale: both playgrounds available for use until 10.30am</p> <p>Morning Break</p> <p>EYFS</p> <ul style="list-style-type: none"> ✓ Use EYFS outdoor area as and when needed <p>KS1/2 Break</p> <ul style="list-style-type: none"> ✓ Playgrounds split into 2 sections; classes in each year group alternate sides week by week. ✓ 15 minute slots, with Y1 also using EYFS outdoor area as and when needed ✓ Each group to have an allocated set of play equipment (footballs, etc.) which they take to and from the playground ✓ KS1/2 climbing frames and KS1 bells to be reopened but Playpods kept closed; climbing frames not be used before or after school ✓ Hand sanitiser stations to be placed by climbing frames and KS1 bells – children to apply before and after using climbing frames/bells 	From 1/9/20	Charlotte and Angela Catering Staff	Play Equipment Packs

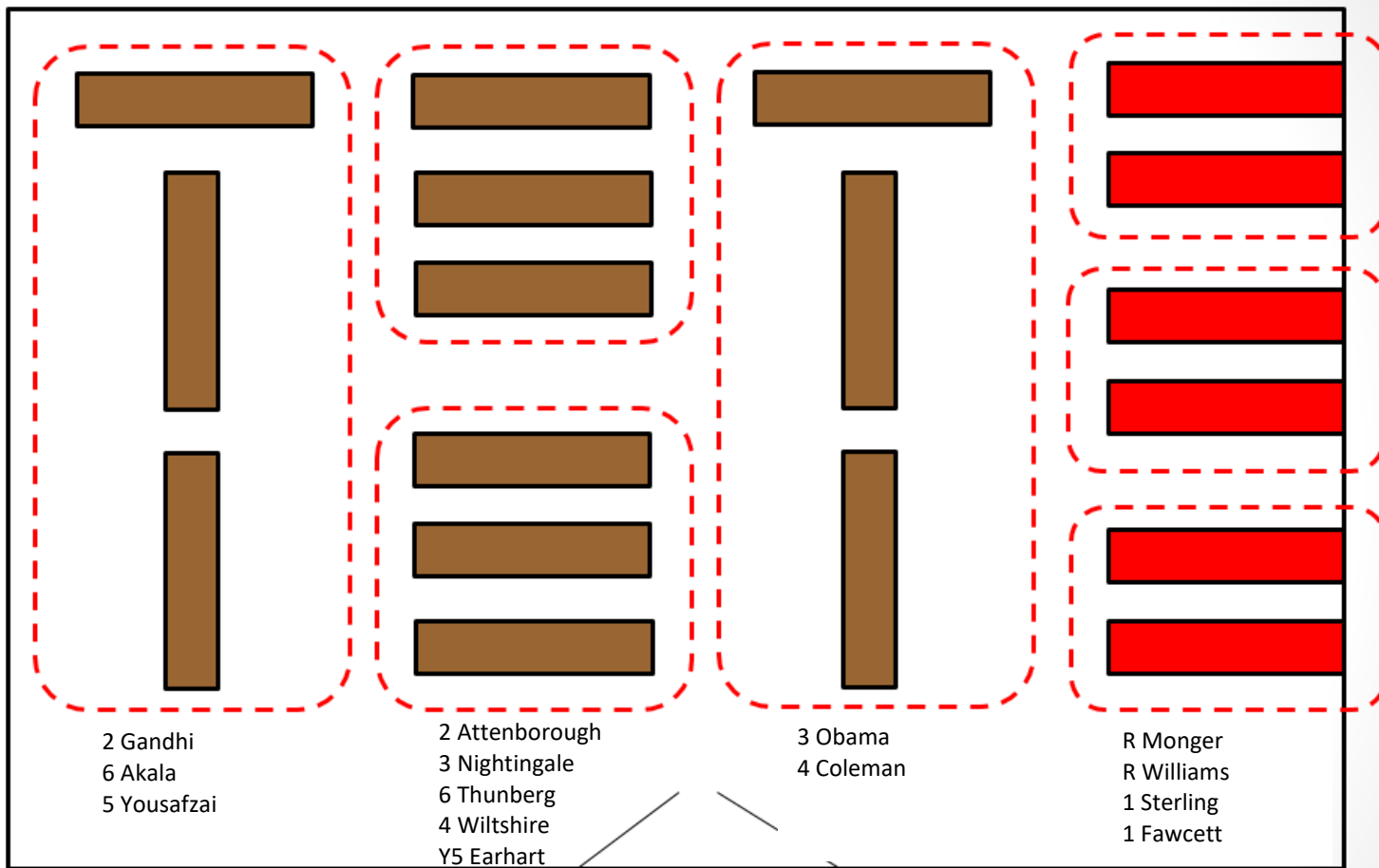
✓ In KS1, Y2 have their morning break before Y1 as Y1 have continuous access to EYFS outdoor area.

Y2	Y1	Y3	Y6	Y4	Y5
10.45	11.00	10.30	10.45	11.00	11.15

Lunch

- ✓ Nursery to eat in the classroom as usual
- ✓ Reception, KS1/2 bubbles to be allocated labelled seating areas in the dining hall
- ✓ Cutlery to be set out for children in advance at their allocated tables or given in trays at hatch (KS1)
- ✓ Children to be sent one bubble at a time to collect food
- ✓ Children in each bubble need to stay together until everyone has finished eating before leaving together with an adult to scrape plates and sanitise hands
- ✓ Ensure year groups leave 5 minutes before next sitting to reduce bubble crossover and give catering staff time to wipe down and set new cutlery

Rec	Y2	Y1	Y3	Y6	Y4	Y5
11.30-12.00	12.00-12.30	12.30-1.00	12.15-12.45	12.45-1.15	1.00-1.30	1.15-1.45



KS1/2 Lunchtime/Afternoon Play

- ✓ Playgrounds split into 2 sections; classes in each year group alternate sides week by week.
- ✓ 15 minute slots, with Y1 also using EYFS outdoor area as and when needed
- ✓ Each group to have an allocated set of play equipment (footballs, etc.) which they take to and from the playground
- ✓ KS1/2 climbing frames and KS1 bells to be reopened but Playpods kept closed; climbing frames not to be used before or after school
- ✓ Hand sanitiser stations to be placed by climbing frames and KS1 bells – children to apply before and after using climbing frames/bells

✓ KS2 Teachers need to ensure that children are given 5 minutes of respite mid-afternoon, e.g. mindfulness, daily mile, brain/sensory break, etc.

✓ KS2 Outdoor play in blue, Classroom play in red

Y2	Y1	Y3	Y6	Y4	Y5
12:30 – 1.00	1.00 – 1.30	12:45 – 1:00	12.30 – 12.45	12.45 – 1.00	12.45 – 1.00
2.15 – 2.30	2.30 – 2.45	1.00 – 1.15	1.15 – 1.30	1.30 – 1.45	1.00 – 1.15

F.) Staffing, Absence Cover & PPA

Action	When	Lead(s)	Resources
1. As per government guidance, all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Teacher allocations will be as previously announced, with the exception of Andrea moving full-time to Y6 (see 3. below). TA/NN allocations will be confirmed before the end of term.	From 1/9/20	All staff	n/a
2. Pupil Premium Focus Teachers will be full-time in class from September. Holly will be a Y1 class teacher for the year. Andrea will provide additional catch-up support in Y6, to be reviewed half termly (TBC following individual risk assessment).	From 1/9/20	Andrea and Holly	n/a
3. All staff must wash their hands or use hand sanitiser when moving from one bubble to work in another. For staff walking across bubbles (e.g. SLT morning walkaround, learning walks) they should sanitise or wash their hands at the beginning and end of their journey.	From 1/9/20	All staff	Hand sanitiser
4. Pre-lockdown expectations for the following to resume: <ul style="list-style-type: none"> ✓ working hours; ✓ wearing ID badges at all times (please speak to Sam before 17/7/20 if you need one to be made ready for 1/9/20); ✓ signing in and out daily; ✓ checking shared calendar on arrival; ✓ no use of mobile phones around children; ✓ absence reporting procedures, incl. return to work forms. 			

KEY: New in this Version Completed In Process Unable to Complete/No Longer Required

5. Continue Friday morning briefings in the KS2 hall to allow social distancing.	From 1/9/20	Paul	n/a				
6. Whole staff INSET days to be carried out in dining hall to allow social distancing.	From 1/9/20	Julia	n/a				
7. Weekly teacher/TA INSET sessions to be carried out in KS2 hall to allow social distancing.	From 1/9/20	Julia	n/a				
8. Re-establish weekly SLT and ML meetings, using extra Y6 classroom.	From 1/9/20	Paul and Charlotte	n/a				
9. Break and lunch duties will be as follows: Morning Break Duties <table border="1" data-bbox="91 432 1099 624"> <thead> <tr> <th>EYFS</th> <th>KS1/2</th> </tr> </thead> <tbody> <tr> <td>For Nursery and Reception - Choose break time accordingly around continuous provision</td> <td>Both adults take break at some time before or after children's playtime, then both adults in playground for playtime in case of first aid issues</td> </tr> </tbody> </table> Lunch Breaks Teachers: <ul style="list-style-type: none"> ✓ N: 11.45 – 12.45 ✓ R: 12.00 – 1.00 ✓ Y1: 12:30 – 1:30 ✓ Y2: 12.00 – 1.00 ✓ Y3: 12:15 – 1.15 ✓ Y4: 12.45 – 1.45 ✓ Y5: 12.45 – 1.45 ✓ Y6: 12.30 – 1.30 Support Staff: <ul style="list-style-type: none"> ✓ Yvonne: 11.45 - 12.45 ✓ Tina G: 12. 00 – 1.00 ✓ Caroline: 12.00 – 1.00 ✓ Daniela: 12.00 – 1.00 ✓ Margaret: 12.00 – 12.30 ✓ Mel: 12.00 – 12.30 	EYFS	KS1/2	For Nursery and Reception - Choose break time accordingly around continuous provision	Both adults take break at some time before or after children's playtime, then both adults in playground for playtime in case of first aid issues	From 1/9/20	Angela and Charlotte	n/a
EYFS	KS1/2						
For Nursery and Reception - Choose break time accordingly around continuous provision	Both adults take break at some time before or after children's playtime, then both adults in playground for playtime in case of first aid issues						

- ✓ Milena: 12.15 – 12.45
- ✓ Marcia: 12.15 – 12.45
- ✓ Veronica: 12.15 – 12.45
- ✓ Julia G: 12.45 – 1.15
- ✓ Monika: 1.45 – 2.15
- ✓ Carol: 1.00 – 1.30
- ✓ Marsha: 1.15 – 1.45
- ✓ Sampson: 1.15 – 1.45
- ✓ Tina B: 1.15 – 1.45
- ✓ Rose: 1.15 – 1.45
- ✓ Tulin: 1.30 – 2.00
- ✓ Martina: 1.30 – 2.00
- ✓ Sibel: 1.45 – 2.15

Lunch Duties

EYFS Staff Member	Location and Time	KS1/2 Staff Member	Location and Time
Sarka	11.40 - 1.10 Nursery lunch cover	Margaret	12.30 – 1.30 Y1 Sterling
Latifa	11.40 - 1.10 Nursery lunch cover	Mel	12.30 – 1.30 Y1 Fawcett
Gul	12.00 – 13.15 Support in Reception bubble	Carol	12.00 – 1.00 Y2 Attenborough
Yassoda	12.00 – 13.15 Support in Reception bubble	Maria	12.00 – 1.00 Y2 Gandhi
Milena (Daniela on a Friday)	11.30 – 12.15 with EYFS in lunch and then extra support EYFS outside	Marsha	12.15 – 1.15 Y3 MM
		Tina B	12.00 - 12.15 Dining Hall 12.15 – 1.15 Y3 Obama
		Rose	12.15 – 1.15 Y3 Nightingale
		Marcia	12.45 – 1.45 Y4 Coleman
		Milena (Daniela on a Friday)	12.45 – 1.45 Y4 Wiltshire

		Monika	12.45 – 1.45 Y5 KM			
		Sibel (supply TA on Fridays)	12.45 – 1.45 Y5 Earhart			
		Veronica	12.45 – 1.45 Y5 Yousafzai			
		Tulin	12.30 – 1.30 Y6 Akala			
		Martina	12.30 – 1.30 Y6 Thunberg			
		Pauline	12.00 – 12.30 Dining Hall			
			12.30 – 1.30 KS1 Playground			
			1.30 – 1.45 Dining Hall			
		Rassida	Staffroom cleaning duties as usual before/after lunch			
			12.30 – 1.30 KS1 Playground			
	1.30 – 1.45 Dining Hall					
Maria	12.00 – 1.00 With Gandhi Class					
	1.00 – 1.15 Dining Hall					
Daxa	12.30 – 12.45 KS2 Playground Door/Toilet Monitor					
Coach	12.30 – 1.30 KS2 Playground leading games					

<p>Wet Play</p> <ul style="list-style-type: none"> ➤ TA allocated to the bubble supervises the group in their classroom ➤ Lunchtime supervisors – circulate and monitor across classrooms, corridors, toilets, etc. 			
<p>10. General staff absence will be covered as per the usual routines, however teacher absence has the potential to be particularly disruptive – particularly since both Pupil Premium Focus Teachers will be back in class and the school is operating on a deficit budget – and so the following will apply:</p> <ul style="list-style-type: none"> ✓ teaching assistants/nursery nurses may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies) – this measure will only be used to cover absences of 2 days or less, only where any additional needs of children in the class allow it, and TAs will be able to use these hours against their 40th week hours as per the currently agreement; ✓ SLT will cover classes in the short term where this does not adversely affect their work supporting the wider needs of the school; ✓ supply teachers will be used as allowed by government guidance, but for safety reasons, to best support good behaviour for learning across the school and for budgetary reasons, no more than 2 supply teachers should be covering classes on any one day; ✓ as a last resort, class bubbles may need to be told to stay at home, due to staffing shortages – parents/carers will be made aware that this is a remote possibility from the outset, used only when the above 3 solutions cannot be. 	From 1/9/20	SLT	Supply cover costs
<p>11. PPA cover will be provided as usual through the ICT and Music Specialist Teachers. MFL will be delivered by a specialist TA as usual.</p>	From 1/9/20	Val and Tim	n/a
<p>12. Share this document with all staff on 14/7/20 with invitation for feedback by 8am on 17/8/20 (more than a month to read, reflect and reply, including 5 school days). Any necessary changes can then be incorporated as appropriate.</p>	14/7/20 – 17/8/20	Paul	n/a
<p>13. Go through main points of this action plan during INSET on first day back in September; staff will then have two afternoons in class before the children’s return to implement any classroom changes needed.</p>	2/9/20	SLT	n/a
<p>14. Set up a new Staff Wellness Working Party to monitor and develop the ongoing work of the school in relation to working during Coronavirus - remembering that both employer and employee have a duty for well-being, it is a shared responsibility. This Working Party must also draw up ‘Working from Home’ guidelines to support staff with reasonable work expectations during class or whole school lockdowns.</p>	From 1/9/20	Paul to initiate, identifying non-SLT lead within staff	n/a

G.) Start/End of Day Routines

Action					When	Lead(s)	Resources
1. Drop off and collection times and locations to continue as usual in EYFS, KS1 and KS2, since current timings and layout of the building means that cross-over of children/parents/carers travelling to and from school is minimal; however, a cordoned off area in EYFS, KS1 and KS2 playgrounds will indicate a barrier which parents must not cross (providing plenty of space for parents so that they can social distance) with children walking between their parents and the teachers unaccompanied but monitored.					Ongoing	Sam	Cordon and cones
2. Morning gates/adults will be as follows. A teacher or TA from each class must be on the playground waiting for the children to line up from the 'Gate Opening Time' at latest to minimise mixing of children across bubbles before school.					From 1/9/20	Sam, Paul, Gemma, Teachers and TAs	n/a
Gates (in order of opening)	Gate Opening Time	Day Start Time for Children	Gate Closing Time	Adult Responsible			
KS2 for Y6	8:25am	8:30am	8:35am to avoid Y3 – 5 children/parents congregating or coming in early to play football across bubbles	<ul style="list-style-type: none"> Sam 8:25am – 8:35am, then come back to re-open at 8:52am SLT member on duty 			
Nursery	8:45am	8:45am	8:50am	<ul style="list-style-type: none"> Nursery staff 			
Reception	8:45am	8:50am	8:55am	<ul style="list-style-type: none"> Julia Paul will also be present to greet parents/children from 8:45am 			
KS1	8:50am	8:55am	9:00am	<ul style="list-style-type: none"> Angela Paul will also be present to greet parents/children from 8:55am 			

KS2 for Y3 – 5	8:52am	9:00am	9:05am	<ul style="list-style-type: none"> Charlotte Gemma Paul will also be present to greet parents/children from 9:00am 																											
3. Afternoon gates will be as follows:																															
<table border="1"> <thead> <tr> <th>Gates (in order of opening)</th> <th>Gate Opening Time</th> <th>Day End Time for Children</th> <th>Gate Closing Time</th> </tr> </thead> <tbody> <tr> <td>KS2 for Y3 & Y4</td> <td>3:10pm</td> <td>3:15pm</td> <td>3:40pm</td> </tr> <tr> <td>Reception</td> <td>3:15pm</td> <td>3:20pm</td> <td>3:30pm</td> </tr> <tr> <td>KS1</td> <td>3:20pm</td> <td>3:25pm</td> <td>3:35pm</td> </tr> <tr> <td>KS2 for Y5 & Y6</td> <td>3:10pm</td> <td>3:30pm</td> <td>3:40pm</td> </tr> <tr> <td>Nursery</td> <td>3:45pm</td> <td>3:45pm</td> <td>3:55pm</td> </tr> </tbody> </table>								Gates (in order of opening)	Gate Opening Time	Day End Time for Children	Gate Closing Time	KS2 for Y3 & Y4	3:10pm	3:15pm	3:40pm	Reception	3:15pm	3:20pm	3:30pm	KS1	3:20pm	3:25pm	3:35pm	KS2 for Y5 & Y6	3:10pm	3:30pm	3:40pm	Nursery	3:45pm	3:45pm	3:55pm
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4. Any pupils wearing face masks to travel to school must do one of the following on arrival: <ul style="list-style-type: none"> ✓ leave them with their parents/carers; or ✓ dispose of them in a covered bin; or ✓ place reusable face coverings in their own plastic bag they can put on their peg/in their desk; and ✓ use hand sanitizer as part of usual start of school day ritual (in morning line up). 					From 1/9/20	All staff to monitor and enforce	n/a																								
5. Ensure that each morning in the first week of term and every Monday thereafter, the children are reminded in class using updated PowerPoint and social stories (in a way appropriate to their age): <ul style="list-style-type: none"> ✓ to inform staff if they are feeling unwell ✓ to try not to get too close to each other and adults as much as possible ✓ to stay within their groups and not mix with children from other groups ✓ about the need to wash hands <ul style="list-style-type: none"> ➤ on arrival at school (hand sanitizer in lines in playground) ➤ after breaks (hand sanitizer in lines in playground) ➤ before eating (sinks in classrooms) ➤ after eating (hand sanitizer on exit from dining hall) ➤ before going home (hand sanitizer in classrooms) 					Ongoing	Angela and Class Teachers/TAs /NNs	Updated PowerPoint and social stories																								

<ul style="list-style-type: none"> ➤ after sneezing or coughing into their hand, elbow or a tissue (sinks in classrooms) ➤ every time they use the toilet (sinks in toilets) ➤ before and after using PPE (hand sanitizer) ➤ before changing rooms (hand sanitizer) ➤ after contact with a person who is unwell (sink in toilets or classroom) <ul style="list-style-type: none"> ✓ not to touch their mouth, eyes and nose ✓ to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ✓ to stay in their bubbles ✓ to ask before using the toilet (including during playtime) and ensure that there are no more than 3 children in a toilet at one time 			
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H.) Curriculum, Resources & Marking

(NB Plans for our recovery curriculum will be outlined in the 2020/21 School Improvement Plan)

Action	When	Lead(s)	Resources
<p>1. Teachers and TAs to prepare classroom resources during September INSET days ensuring that:</p> <ul style="list-style-type: none"> ✓ stationery packs are prepared for each child in Y1 and Y6; ✓ all in-class single-bubble equipment and resources – apart from soft resources incl. pillows, teddy bears, etc. – are returned to class from their storage area. 	2/9/20 – 4/9/20	Teachers, TAs and Eoin (stationery resources)	Stationery
<p>2. Children in Y1 - Y6 should not share stationery, and keep their allocated supplies in pencil cases at their desks; for younger year groups sharing of stationery is unavoidable, but should be limited as much as possible.</p>	From 1/9/20	Eoin and all teachers/TAs /NNs	Sufficient stationery in each class
<p>3. Children's reading books should be kept on/in their desks.</p>	From 1/9/20	Teachers	n/a
<p>4. The library is not to be used; the literacy leader will allocate a selection of books from the library to each classroom to enhance reading corners and for children to take home if necessary, but these should remain in the classroom to be refreshed each half term.</p>	From 1/9/20	Ciara	n/a
<p>5. Class teachers/TAs to allow children to choose 2 books per week from their enhanced book corners. These and other assigned books/booklets can be taken home. Once books are no longer needed by the children the must be set aside in an allocated space in the classroom and left untouched until the end of day following Monday, at which point they can be returned to their original place (to ensure that at least 72 hours will have passed since their return).</p>	From 9/6/20	Class Teachers/TAs	n/a

6. Cookery area can be used in the afternoons by one class per day once lunchtimes are over, but equipment must be thoroughly washed after use and all surfaces including staffroom tables must be sprayed and wiped down after use and cleaned again by the premises team before the next working day; please book cookery facilities use in the shared calendar.	From 1/9/20	Teachers, TAs, NNs and Sam	Sprays and Cloths
7. PE should be timetabled to be taught outside as much as possible, which may involve segregating an area in the playground to avoid crossover with children on the breaks. PE can be taught indoors using halls when it is not possible to use an outdoor area, but only one bubble at a time and following previously mentioned cleaning routines (see Section D, point 5; doors and windows should be open to aid ventilation when using halls for PE. Children should not exercise in the classroom at any time.	From 1/9/20	Charlotte	n/a
8. Swimming will not resume until further clarification and reassurance is given about protective measures being put into place at pools, and when we are sure that the majority of parents/carers will be willing to send their children.	From 1/9/20	Charlotte	Swimming and transport costs
9. Assemblies to be carried out in classrooms via Zoom; HT to organise timetable.	From 1/9/20	Paul	Zoom
10. Children in Y6 can wear trainers and jogging bottoms to school on PE days and do PE in their uniforms without changing as we don't have the facilities for them to change separately. Y6 teachers must talk the children about the need to wear a fresh polo shirt at school the following day.	From 1/9/20	Y6 Teachers	n/a
11. Resume Feedback and Marking Policy as per pre-lockdown. Teachers/TAs have the option to wear gloves when handing out/collecting/marking children books.	From 1/9/20	Teachers and Eoin (gloves)	Gloves
12. Singing, chanting and playing wind or brass instruments can only take place where those involved can observe strict 2m social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. In practical terms, this means that in the music room, you could have 4 children singing facing forward at the front of the classroom, 2m from each other, other children and the teacher. In order to engage more children in a class in singing, the teacher would need to move them to a hall and ensure that they are all 2m apart. Singing assemblies will not be possible until further notice.	From 1/9/20	Tim/All Staff	n/a

I.) Behaviour

Action	When	Lead(s)	Resources
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1. Update school behaviour policy to ensure that it operates within the safety measures in place in school; use the summer 2019/20 policy adjustments as a starting point. Ensure that all changes are communicated clearly with staff, children and parents/carers.	From 1/9/20	Kamelia	TBC
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J.) Remote Education

Action	When	Lead(s)	Resources
1. Complete a comprehensive review of pupil and staff access to necessary IT/internet resources for remote education at the beginning of the autumn term, in order to determine how remote learning may need to be adjusted going forward in the case of bubble, whole school, local or national lockdowns.	WB 7/9/20	Charlotte and Paul	n/a
2. Use information from above audit to determine best approach to remote education in the case of pupils being sent home (e.g. tweaked version of current approach, supply of laptops/ipads, use of J2e, Oak Academy, printed resources, etc.) taking into account government guidance including the need to ensure more teacher:pupil interaction, assessment and feedback. Ensure that this includes a robust way to monitor and follow-up pupil engagement.	WB 14/9/20	Charlotte and Paul	TBC
3. Ensure clarity amongst teachers about who will be responsible for compiling remote education, taking into account teacher workload, potential staff illness and training needs.	WB 14/9/20	Charlotte and Paul	TBC
4. Consider how SEND children can be best supported within agreed approach.	WB 14/9/20	Angela	TBC

K.) The Vale

Action	When	Lead(s)	Resources
1. The following has been agreed with The Vale: <ul style="list-style-type: none"> ✓ Vale and Lancs children will be kept as separate as possible; ✓ Vale leaders will speak to school transport services to adapt timings to reduce cross-over of Vale/Lancs children; ✓ Vale children will use a cordoned-off sections of the KS2 playground, accessed via the back gate; ✓ Vale children will eat in their own area, with food brought from dining hall. 	TBC	Paul, Sarah, Charlie and Sam	n/a
2. Vale staff to follow same guidelines for the staffroom as Lancs staff, i.e. staff should limit the number of adults in the staffroom at one time to 15, in order to be able to keep to a distance of 2m; if there is no place for staff to eat lunch in the staffroom, they should come back later or eat in the classroom where they have been teaching.	By 1/9/20	Paul and Charlie	n/a

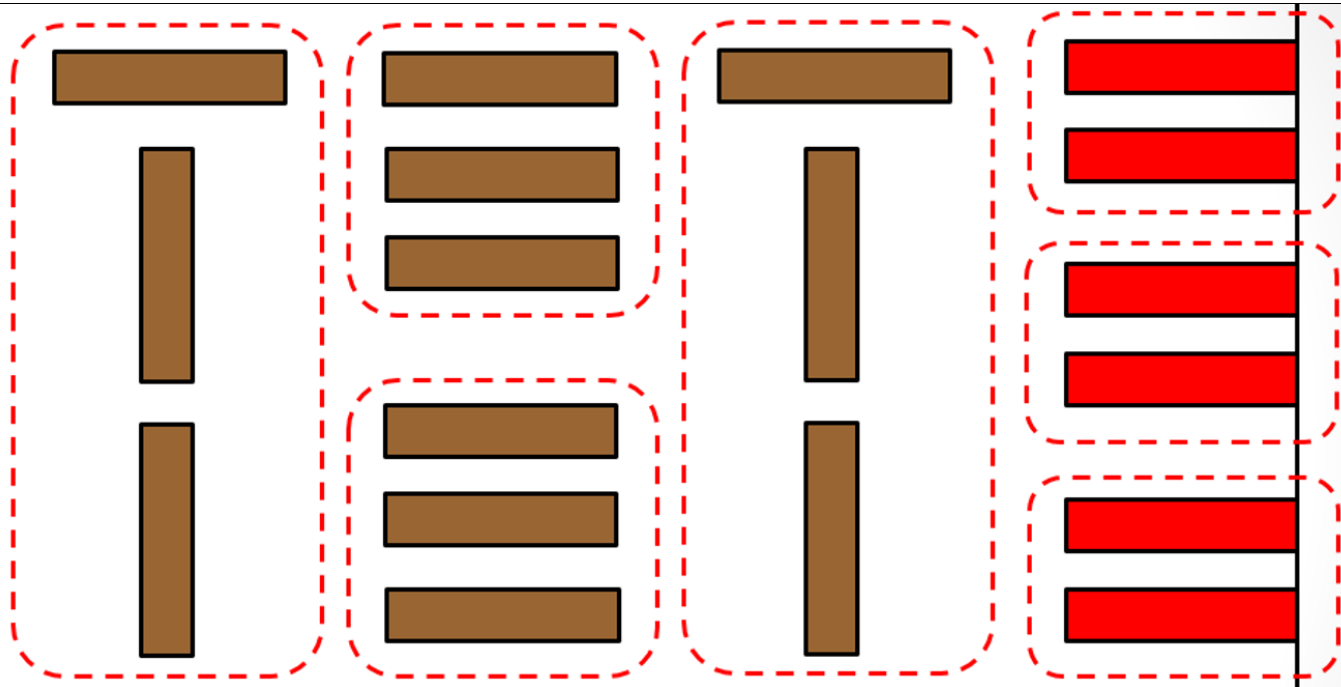
L.) Extra-Curricular Provision & Trips

Action	When	Lead(s)	Resources
1. There will be no school trips requiring the use of public transport, to be reviewed at the end of autumn term.	From 1/9/20	Eoin	n/a
2. Target after school curriculum clubs at specific classes in order to maintain bubbles, ensuring parity of access for KS1/2 children across the school year; communicate this clearly and carefully to parents/carers and gauge interest before making a decision.	From 15/9/20	Anna	Club leaders
3. Gauge parental interest in before/after school provision.	By 17/7/20	Anna	n/a
4. Create plan for before/after school provision based on outcomes of parent interest survey (above). Dependent upon the response from parents, we may need to consider only opening these provisions to children from Y1 – Y6, in order to facilitate appropriate staff:pupil ratios and social distancing.	By 11/9/20	Eoin	TBC
5. In order to comply with statutory staffing ratios, breakfast and after school clubs will only be open for children from reception year group upwards.	From 14/9/20	Eoin	n/a
6. Following government guidelines that 'Where it is not possible to group children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups, as far as possible' children will be grouped as follows: - One Rec/KS1 group with a dedicated adult (up to a maximum of 20 children) - One KS2 group with a dedicated adult (up to a maximum of 20 children)	From 14/9/20	Eoin	n/a
7. When indoors, the Rec/KS1 and KS2 groups will sit in two separate areas as below:	From 14/9/20	Eoin	n/a

KS2

Rec/KS1

KEY: New in this Version Completed In Process Unable to Complete/No Longer Required



Children in each group must stay within these boundaries when playing and eating. They must not enter the grey area between boundaries as above.

When outdoors in the KS1 playground, the groups will use separate sides of the playground (they can alternate these daily).

When using the ICT suite, one group can use the suite per session, wiping down keyboards, mice and desks using the cleaning materials provided after use.

8. Dedicated adults should distribute food to children in their groups sat at tables (no going to the hatch).

From
14/9/20

Eoin

n/a

9. Each group must use their own set of resources in the dining hall and outside, with no mixing of resources between groups. Every Friday at the end of before and after school sessions, steamable indoor resources must be cleaned with a steam cleaner and outdoor equipment wiped down.

From
14/9/20

Eoin

Steamer

M.) Pupil Attendance & Communication with Parents/Carers

Action	When	Lead(s)	Resources
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KEY: New in this Version Completed In Process Unable to Complete/No Longer Required

<p>1. The school will need to ensure that parents/carers are clear about:</p> <ul style="list-style-type: none"> ✓ their duty to secure that their child attends regularly at school; ✓ schools' responsibilities to record attendance and follow up absence; ✓ the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct <ul style="list-style-type: none"> ○ The school will not pursue sanctions or penalties during the first half of the autumn term, but will work closely and supportively with parents/carers and the Education Welfare Service to get children back into school asap. 	From 1/9/20	Kamelia	Education Welfare Service
<p>2. Where children are unable to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>	From 1/9/20	Kamelia	n/a
<p>3. We will address the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. If parents of pupils with significant risk factors are concerned, we will discuss their concerns, provide reassurance of the measures we are putting in place to reduce the risk in school and work with other services involved (e.g. social services) as appropriate. We will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</p>	From 1/9/20	Kamelia and Angela	n/a
<p>4. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education.</p>	From 1/9/20	Charlotte	n/a
<p>5. Ensure that clear information is sent to parents/carers as soon as possible using June Re-Opening letter as a template (including the link to guidance https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers) outlining:</p> <ul style="list-style-type: none"> ✓ that all children are expected to return on 7/9/20, apart from extreme circumstances – reference guidance ✓ attendance expectations and steps that will be taken in the case of absence (see above) ✓ the protective measures that we will put into place at school, including changes to drop off and pick up routines and gate times: only one parent should attend the site, parents should not congregate/socially distance (2m) and it will not be possible to talk to staff at these times (this will have to be done by phone or safely in school outside of learning times) ✓ KS1/2 climbing frames will be reopened but are not be used before or after school ✓ that the full Return to School Plan is on the website 	By 17/7/20 if possible	Paul	n/a

<ul style="list-style-type: none"> ✓ what will happen in the case of cases of Coronavirus in school ✓ expectations for parents to monitor children’s health, access testing if necessary and keep school informed ✓ that parents/carers should notify the school as normal if their child is unable to attend for non-Coronavirus reasons ✓ that remote learning will be reviewed and restarted in the case of further lockdown, with an expectation that children continue to access this if they are not at school ✓ that in line with government guidelines, face masks must not be worn in school as they can inadvertently increase the risk of transmission, particularly for young children ✓ information about breakfast and after school clubs ✓ how we will respond in the case of young children who will be unable to settle ✓ expectations regarding parent/carer communication with – and visits to – the school, i.e. that they cannot gather in playgrounds, at entrance gates or doors, or enter the site during the school day unless they have a pre-arranged appointment, which should be conducted safely; parents should keep communication with the school to a minimum and email rather than phone whenever possible ✓ that we expect children to wear uniform ✓ lunchtime arrangements ✓ that children should bring in their own water bottles as playground water fountains will be turned off ✓ children in Y6 can wear trainers to school and do PE in their uniforms without changing as we don’t have the facilities for them to change separately ✓ that children and their parents/carers should walk or cycle to school where possible, and avoid public transport at peak times 			
<p>6. Ensure that the school website is updated with information about provision and protective measures in place whenever these measures are changed.</p>	Ongoing	Paul	n/a
<p>7. Add weekly newsletter reminder to parents about the necessity to test their child for Coronavirus and report back to school, if advised to do so.</p>	From 1/9/20	Paul	n/a

N.) Visitors to the School

Action	When	Lead(s)	Resources
<p>1. Visitors must only be allowed onto site if their contact cannot be done remotely (e.g. parents/carers with urgent appointments which cannot be carried out remotely, the WCIT teachers, social workers, police, etc.); parents/carers to be informed about this.</p>	From 1/9/20	Admin Team	n/a

<p>2. During the EYFS settling in period, one parent will be allowed to stay in the EYFS outdoor bubble, with an allocated member of staff, for a short period of time to support with transition. This parent will enter and exit via the EYFS entrances and other pupils will be in the classroom.</p>	From 8/7/20	Julia	n/a
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O.) First Aid			
Action	When	Lead(s)	Resources
<p>1. When administering first aid:</p> <ul style="list-style-type: none"> ✓ if you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms; ✓ try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone; ✓ if they are capable, tell the first aid recipient to do things for you, but treating the casualty properly should be your first concern; ✓ after delivering any first aid, ensure you safely discard disposable items and clean reusable ones thoroughly; ✓ wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible. 	From 1/9/20	Veronica/ First Aiders	PPE
<p>2. If CPR is needed:</p> <ul style="list-style-type: none"> ✓ call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms; ✓ ask for help – tell an adult or able child to call a member of SLT; ✓ before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation; ✓ use <ul style="list-style-type: none"> • disposable gloves • eye protection • apron ✓ only deliver CPR by chest compressions – don’t do rescue breaths. 	From 1/9/20	Veronica/ First Aiders	PPE

Appendix i – Parenthub message to parents/cares for a confirmed case contact

Dear Parent/Carer,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We have followed the national guidance and have identified that your child has been in close contact with the affected child.

In line with the national guidance we ask that your child now stay at home and self-isolate until **[ADD DATE 14 days after contact]**.

[IF APPLICABLE] PLEASE COULD YOU COME TO THE SCHOOL AND COLLECT YOUR CHILD IMMEDIATELY.

Further details in relation to Coronavirus symptoms and self-isolation is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

KEY: **New in this Version** **Completed** **In Process** **Unable to Complete/No Longer Required**

Appendix ii – Letter which must be handed to parents/cares for a confirmed case contact when they collect their children (or sent home via Parenthub if they have not come into school that day)

Lancasterian Primary School



A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.

King's Road, Tottenham, London, N17 8NN

Tel: 020 8808 8088, email: admin@lancs-pri.haringey.sch.uk

Head Teacher: Paul Murphy

Deputy Head Teacher: Charlotte Clinton

[DATE]

Dear Parent/Carer,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We have followed the national guidance and have identified that your child has been in close contact with the affected child. In line with the national guidance we recommend that your child now stay at home and self-isolate until [ADD DATE] (14 days after contact).

We are asking you to do this to reduce the further spread of COVID 19 to others in the community.

If your child is well at the end of the 14 days period of self-isolation, then they can return to usual activities.

Other members of your household can continue normal activities provided your child does not develop symptoms within the 14-day self-isolation period.

Please see the link to the PHE Staying at Home Guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least **10 days** from the date when their symptoms appeared. You must organise a test for them online through the <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#the-testing-process>, or by telephone via NHS 119 for those without access to the internet.

All other household members who remain well must stay at home and not leave the house for 14 days.

The 14-day period starts from the day when the first person in the house became ill.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community

KEY: New in this Version Completed In Process Unable to Complete/No Longer Required

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period

Symptoms of COVID 19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- a new, continuous cough; or
- a high temperature (a temperature of 37.9C or more is usually considered a high temperature)
- loss of, or change in, their normal sense of taste or smell (anosmia).

For most people, coronavirus (COVID-19) will be a mild illness.

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19


Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely



PAUL MURPHY
Headteacher

Appendix iii – Parenthub message to whole school community to inform of confirmed case

Dear Parents/Carers,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school. Staff and children who have had close contact with the infected person have already been sent home to self-isolate.

The school remains open for all other children and staff and – providing your child remains well – they can continue to attend school as normal. We will keep this under constant review.

We are continuing to monitor the situation and are working closely with Public Health England.

Further details in relation to Coronavirus symptoms and self-isolation is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Appendix iv – Letter which must be attached to appendix iii Parenthub message to whole school community when informing of confirmed case

Lancasterian Primary School



A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.

King's Road, Tottenham, London, N17 8NN

Tel: 020 8808 8088, email: admin@lancs-pri.haringey.sch.uk

Head Teacher: Paul Murphy

Deputy Head Teacher: Charlotte Clinton

[DATE]

Dear Parents/Carers,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child.

The school remains open and providing your child remains well they can continue to attend school as normal. We will keep this under review.

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least 10 days from the date when their symptoms appeared. You must organise a test for them online through the <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#the-testing-process>, or by telephone via NHS 119 for those without access to the internet.

All other household members who remain well must stay at home and not leave the house for 14 days.

The 14-day period starts from the day when the first person in the house became ill.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- a new, continuous cough; or
- a high temperature (a temperature of 37.9C or more is usually considered a high temperature)
- loss of, or change in, their normal sense of taste or smell (anosmia).

For most people, coronavirus (COVID-19) will be a mild illness.

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> or by phoning 111.

KEY: **New in this Version** **Completed** **In Process** **Unable to Complete/No Longer Required**

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19.

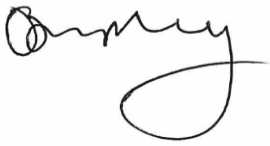
Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Murphy', with a large, stylized flourish at the end.

PAUL MURPHY

Headteacher

Appendix v – Message to parents/carers (via ParentHub) and staff (via email) if there is a confirmed case of Coronavirus at The Vale

TO PARENTS/CARERS:

Hi Parents/Carers,

I am messaging to let you know that The Vale Special School, which shares our school site, has had a confirmed case of Coronavirus today.

However, please do not be alarmed! The Vale and Lancasterian Primary are currently operating as two separate sites with no crossover between children and extremely limited crossover between staff. The Vale have followed all the correct procedures as outlined by the Department for Education and Public Health and, as such, risk of transmission is extremely minimal.

Following guidelines, Lancasterian Primary School remains open as usual.

Yours,

Paul Murphy
HEAD TEACHER

TO STAFF:

Hi all,

I am messaging to let you know that The Vale Special School, which shares our school site, has had a confirmed case of Coronavirus today.

However, please do not be alarmed! The Vale and Lancasterian Primary are currently operating as two separate sites with no crossover between children and extremely limited crossover between staff. The Vale have followed all the correct procedures as outlined by the Department for Education and Public Health and, as such, risk of transmission is extremely minimal.

Following guidelines, Lancasterian Primary School remains open as usual.

This message has also gone out to all parents/carers.

Yours,

Paul